

POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Plan, direct, and supervise the operations of the Police Department in the capacity of Chief and Commanding Officer and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves a higher degree of ability and responsibility in managing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities to the Police Department. The Chief is required to be on duty or subject to call at all times and is accountable to the City Government.

EXAMPLES OF WORK

(Illustrative Only)

Organize work of the department into divisions, bureaus, or other units, as may be helpful to efficient management and operations; and divide the personnel into forces or platoons for the effective performance of departmental activities or as may be required by law;

Direct and supervise generally or specially, as the needs of the service may require, all activities of the department;

Instruct subordinate officers as to methods, procedures, and policies;

Assign tasks to subordinates and review operations;

Investigate complaints;

Direct raids and make arrests as necessary;

Check all arrests and dispositions thereof;

Personally supervise and assist in the investigation of all major crimes or serious offenses committed in the City;

Make frequent inspections of the jail, care of the prisoners, movable and immovable property and personal appearance of all personnel on beats and at headquarters;

Provide and maintain procedures for the preparation, maintenance, and disposition of departmental records and reports

of activities;

Receive reports and check work of subordinates for compliance with law and established procedures, personal knowledge of activities and efficiency in performance;

Establish contacts and arrange for receiving and giving reports, records and assistance to other law enforcement agencies, such as the F.B.I., State Police, etc.;

Cooperate with social welfare agencies, civic clubs, and organizations, and the general public in preventing juvenile delinquency, crime, and bettering the common good, and protection of society;

Assist in the preparation of departmental budget and operate within it if possible;

Dispense information to the public regarding city ordinances, departmental policies, objectives, and activities;

Keep records, answer correspondence, and prepare reports;

Promote peace and harmony among the employees of the department.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must have completed a standard high school or vocational school or have in possession a valid certificate of equivalency issued by the State Department of Education (any state); in addition to the aforementioned, must have not less than one hundred twenty (120) units of instruction as provided in Rule 4 and must have ten (10) years police experience in a paid Municipal, Parish, State or Federal Law Enforcement Agency; this to become effective at the adoption of this addition;

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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